



**JOB POSTING
TOWN OF FOXBOROUGH**

**ACCOUNTS PAYABLE COORDINATOR
(PRINCIPAL ACCOUNTS CLERK II)**

Description: The Town of Foxborough is seeking applicants for Accounts Payable Coordinator. The individual will be responsible for processing and reviewing all bills for the Town and School ensuring all expenses are in accordance with MGL Chapter 30B requirements, reconciling reports, updating and maintaining AP database, producing weekly warrants, as well as a wide range of other accounting related duties.

Qualifications and experience: Associate's or Bachelor's degree preferred. Three to five years of accounts payable and/or accounting experience; or any equivalent combination of education and experience. Applicants should be highly organized, detail oriented, possess solid written and oral communication skills, and be able to multi-task in a fast paced environment. High proficiency with Microsoft Office required.

Salary: Salary range is \$24.23 - \$30.29 per hour. This position is a 35 hour a week benefit eligible position within the United Steelworkers bargaining unit.

Apply to: Please submit a cover letter and resume to:
<https://muselfservice.foxborough.k12.ma.us/MSS/employmentopportunities/> by December 1, 2016.

POSTING DATE: NOVEMBER 14, 2016

Equal Opportunity Employer

The Town of Foxborough accommodates the needs of all physically challenged or disabled people by all reasonable means in accordance with the Americans with Disabilities Act.